

CERTIFICATION FOR INSTRUCTION OR DEVELOPMENT OF A COJET ACCREDITED COURSE

THE UNDERSIGNED COURSE SPONSOR CERTIFIES THAT THE FACULTY/FACILITATOR/DEVELOPER INDICATED
RECEIVED CREDIT FOR INSTRUCTION AND/OR DEVELOPMENT OF A COJET ACCREDITED COURT COURSE.

Sponsor: _____
Course Title: _____
Course Location: _____ Date: _____
Delivery Method: _____
Faculty/Developer: _____
Total Credit Hours: _____ Course Length: _____

Per [ACJA §1-302, E.6.](#):

- Credit hours may be granted to faculty at the rate of 3 for 1 the first time a course is taught and 2 for 1 the second and each consecutive time that course is taught.
- Credit hours may be granted to a program facilitator at the rate of 2 for 1 for time spent facilitating the program.
- Credit hours may be granted for developing curriculum, **not to exceed** 4 credit hours in a calendar year.

Dated this _____ day of _____, 20 _____
Sponsor Signature

CERTIFICATION OF PARTICIPANT

I, _____ certify that I earned a total of _____ hours
for course instruction and/or curriculum development, not to exceed 8 hours in a calendar year.
(Please print your name)

Dated this _____ day of _____, 20 _____

Faculty/Facilitator Signature

Supervisor Signature

RETAIN A COPY AND SUBMIT ORIGINAL TO YOUR TRAINING COORDINATOR
(WITHIN 30 DAYS OF COMPLETION OF TRAINING)